

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 36-1001**

1 December 2000

Personnel

**CIVILIAN EMPLOYEE OF THE QUARTER
AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRES/DPCE (Ms Josey)

Certified by: HQ AFRES/DP
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This instruction establishes the Civilian Employee of the Quarter Awards. It assigns responsibilities and establishes procedures for nominating and selecting employees for these awards. Awards are established to provide recognition for outstanding performance and (or) achievement by civilian employees of Headquarters Air Force Reserve, Robins Air Force Base, Georgia.

SUMMARY OF REVISIONS

This revision changes final approval authority for this award from CV to ACV (paragraph 3.1), changes award ceremony responsibility from the protocol office to public affairs (paragraph 3.3), and includes a nomination format sample. The revision clarifies nomination requirements (paragraph 5), revises award category names and due dates, and revises forms of recognition for award nominees and recipients.

1. Office of Primary Responsibility (OPR). The Command Awards Program Manager, DPCE, is the OPR for this award.

2. Publicity. The Director of Public Affairs (PA) provides publicity for this program.

3. Responsibilities:

3.1. Assistant Vice Commander:

3.1.1. Serves as chairperson of selection committee without vote.

3.1.2. Has final approval authority for selections made by the committee.

3.2. The Command Awards Program Manager:

3.2.1. Names the Assistant Vice Commander and three members of the Command Incentive Awards Committee to serve on the selection committee.

3.2.2. Serves as executive secretary (without vote) to the selection committee.

3.2.3. Receives all nominations and ensures that sufficient copies are available for review by the committee.

3.2.4. Informs the following personnel of the selectees immediately after the Assistant Vice Commander, AFRC, approves the committee recommendation:

3.2.4.1. Limited Staff via electronic mail.

3.2.4.2. Public Affairs via fax.

3.2.5. Prepares award elements.

3.2.6. Arranges for selectee photographs with Base Photo Lab and posts photographs in main foyer of Building 210.

3.2.7. Arranges for preparation of recognition plaques for each selectee.

3.2.8. Delivers plaques to PA for presentation ceremony.

3.3. Director of Public Affairs:

3.3.1. Arranges appropriate ceremony at AFRC Commanders Call and photographic coverage for presentation of award.

3.3.2. Prepares appropriate publicity for the award selectees.

3.4. All Directors:

3.4.1. Establish procedures for nominating personnel from their organization.

3.4.2. Upon notification from DPCE of award winners, submit nominees not selected for an 8-hour Time-Off Award and those selected as the AFRC winners for a 16-hour Time-Off Award.

4. Award Categories:

4.1. GS-11 and above.

4.2. GS-10 and below.

5. Nominating Procedures. Each Director may nominate one employee in each category per quarter for these awards. Nominations must be signed by the Director.

5.1. Prepare nominations in memo format as shown at Attachment 1. There is no page limit. Include the following information:

5.1.1. Name, grade, series, job title, office symbol, period covered by award, date assigned to directorate and awards (job and community related) received within the quarter for which nominated.

5.1.2. The basis for the nomination is the accomplishments which occurred during the quarter for which nominated. Nominations may include the following:

5.1.2.1. Duty performance, special acts, or other basis for the nomination which occurred dur-

ing the quarter for which nominated.

5.1.2.2. Other accomplishments or contributions which occurred during the quarter for which nominated which have had a significant effect on mission accomplishment, employee morale and welfare, or other areas which resulted in improvement in Air Force programs, procedures, or work methods.

5.1.2.3. Community relations, activities, and achievements which occurred during the quarter for which nominated.

6. Eligibility Criteria:

6.1. All civilian employees of Headquarters Air Force Reserve (including nonappropriated funds employees and Air Reserve Technicians) are eligible for nomination for these awards.

6.2. Nominee was assigned to the directorate or special staff office for the entire period for which nominated.

6.3. Individuals selected for the AFRC Civilian Employee of the Quarter Award are not eligible for nomination for this award for 1 year.

7. Frequency of Award and Reporting Period:

7.1. Awards are made on a quarterly basis. Send the original nomination to DPCE not later than the 10th day of April, July, October, and January for the immediately preceding quarter.

7.2. Reporting periods are:

7.2.1. January-March.

7.2.2. April-June.

7.2.3. July-September.

7.2.4. October-December.

8. Selection Committee:

8.1. The committee is composed of the Assistant Vice Commander and three voting members of the HQ AFRC Incentive Awards Committee.

8.2. Reviews all nominations.

8.3. Selects the winner in each category based on information in the nominations.

8.4. Assistant Vice Commander has final approval authority on selections made by the committee.

9. Recognition Includes:

9.1. Plaque.

9.2. Temporary Reserved Parking Space.

9.3. Recognition at Commander's Call.

9.4. Appropriate publicity.

9.5. 8-hour or 16-hour Time-Off Award as appropriate (see paragraph 3.4).

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

SAMPLE NOMINATION (REQUIRED ITEMS IN BOLD)

MEMORANDUM FOR DPCE.....**Date:**

FROM: **(Directorate)**

SUBJECT: Nomination for Civilian Employee of the Quarter Award

1. **(Name)**, HQ AFRC/ **(Office Symbol)**, is nominated for Civilian Employee of the Quarter, GS-11 and Above, for the **period (Quarter)**. **(Name)** has not been selected for this award within the past year.

2. The following information is furnished according to AFRC HOI 36-1001:

Name:

Series/Grade/Title:

Office Symbol: HQ AFRC/.

Date Assigned to Directorate:

Awards Received During the Quarter: (Include all Federal and non Federal awards).

Date Last Nominated/Selected for this Award:

3. (NARRATIVE):

DIRECTOR'S SIGNATURE